



# Small Business Assistance Program Guidelines

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## I. PROGRAM OVERVIEW

The Small Business Assistance Program (“Program”) is an endeavor of the City of Dublin to assist Dublin-based businesses with the cost of complying with federal, state and local laws relating to disability access requirements, trash enclosures, sewer connections and other such obligations imposed on small businesses.

One hundred thousand dollars (\$100,000) is available annually to fund the Program. The City has selected the Alameda County Small Business Development Center (ACSBDC) as the Program administrator.

## II. GRANT AND SUPPORT PROGRAMS

### A. Grant Program for Small Business Regulatory Compliance

The Grant Program for Small Business Regulatory Compliance (“Grant Program”) shall be utilized to support Dublin-based businesses seeking to comply with various requirements including, but not limited to the Solid Waste and Recycling Enclosure Standards contained in Chapter 7.98 of the City’s Municipal Code. This grant provides for reimbursement of up to Seventy Five Thousand dollars (\$75,000) per fiscal year (July 1 – June 30). Grant funds must be used within one year of approval or funds will be forfeited.

*Disbursement of grant proceeds to approved applicants will be in a reimbursement payment issued after City deems the project complete, and upon the submission of invoices and proof of payment and subject to approval of those invoices and proofs of payment by City staff. The actual reimbursement will be made by the ACSBDC.*

### B. Small Business Support Program

The Small Business Support Program (“Support Program”) shall be utilized for One-on-One Business Advising targeted at Dublin-based businesses as well as for special events designed to support and assist small business.

## III. ELIGIBILITY

### A. Eligible Applicants

The Grant Program and Support Program are available to commercial, industrial and retail businesses located in the City of Dublin, as well as owners of property located in Dublin.

### B. Eligible Types of Improvements

Eligible improvements include, but are not limited to:

- Solid Waste and Recycling Enclosure Standards contained in Chapter 7.98 of the City’s Municipal Code
- Federal, state and local laws relating to disability access requirements

- Trash Enclosures
- Title 24 upgrades
- Sewer Connections

Additional improvements that are deemed to be consistent with the intent of the program will be reviewed and approved/disapproved on a case-by-case basis by the Economic Development Director.

#### C. Review Process

All applications will be reviewed by City staff and the ACSBDC prior to being accepted for the Grant Program and/or the Support Program.

### IV. **FUNDING**

Funding for this Program is appropriated by an annual payment from Amador Valley Industries (AVI) to an organization designated by the City, which will be the ACSBDC. There is no guarantee of the amount of funds that will be appropriated each year. Funds for the Program are available on a first come, first served basis. If funds are exhausted at the time of application submittal, staff will retain the application. If additional funds become available, staff will contact applicants in the order applications were received.

#### A. Grant Amounts

Eligible Dublin-based property owners and/or business owners can apply for the Grant Program. Disbursement of grant proceeds to approved applicants will be in a reimbursement payment issued after City deems the project complete. All reimbursement requests must include proof of payment and other supporting documentation, as deemed necessary by the City (i.e. invoices, cancelled checks, etc.), sufficient to demonstrate to the City's satisfaction that all improvement costs have been paid. Grant funds must be used within one year of approval or funds will be forfeited.

The City of Dublin reserves the right to cancel or modify this Program at any time prior to grant approval, without notice. Continuation of the Program is subject to sufficient funding as appropriated.

### V. **IMPLEMENTATION WORK**

All improvements shall conform to the City of Dublin Building Codes, Zoning Ordinance, and applicable Design Guidelines. Proposed projects are required to comply with Chapter 8.104 of the Site Development Review Chapter of the Zoning Ordinance. Project improvements commenced prior to the City's issuance of a Notice to Proceed are not eligible for this Program.

City staff will be available to work with approved applicants to assist in the coordination of the project. City staff will carry out periodic inspections.

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I, \_\_\_\_\_ have read and received a copy of these guidelines. Printed Name

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Date

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Signature



# Small Business Assistance Program Application

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**Please fill out this application completely and submit to:**

City of Dublin  
Attention: Economic Development Department  
100 Civic Plaza  
Dublin, CA 94568  
(925) 833-6650

## **SECTION 1. APPLICANT INFORMATION**

Please Select One:    ☐    Grant Program for Small Business Regulatory Compliance  
                                 ☐    Small Business Support Program

Name:

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Select All That Apply:        ☐ Property Owner                      ☐ Business Owner/Tenant

Business Name:

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Property Address:

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Mailing Address:

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Assessor's Parcel Number:

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Daytime Phone Number:

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Email:

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\*\*\*\*\*For Property Owner Only\*\*\*\*\*

Total Number of Businesses in Building:

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Name(s) of Businesses in Building:

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\*\*\*\*\*Business Owner/Tenant Only\*\*\*\*\*

Select One:    ☐ New Business        ☐ Existing Business        ☐ Existing Business under New Ownership

Date Business was Established: \_\_\_\_\_

# of Employees: \_\_\_\_\_

**SECTION 2. PROPERTY OWNER INFORMATION** *(complete if business owner is applicant)*

Property Owner Name: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Property Owner Daytime Phone Number: \_\_\_\_\_

**SECTION 3. FUNDING**

Grant Amount Requested: \$ \_\_\_\_\_

Estimated Total Project Cost: \$ \_\_\_\_\_

**SECTION 4. SCOPE OF WORK**

☐ Grant Program Applicants - General Description of Work to be Performed Using Grant Funds:

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☐ Support Program Applicants – General Description of One-on-One Business Advising Needs:

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**SECTION 5. ACKNOWLEDGMENT**

We certify that the owner is the property owner of record and that there are no current code enforcement actions pending against the property.

I have read and understand the Program Guidelines and accept them.

I certify that I am qualified and will abide by such conditions set forth in this application and all reasonable conditions which may be issued by the City of Dublin in the implementation of this project.

Property Owner(s) Signature\*: \_\_\_\_\_

Date: \_\_\_\_\_

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Date: \_\_\_\_\_

Business Owner(s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Date: \_\_\_\_\_

*\*Property Owner signature required if Business Owner is applicant for the Grant Program.*